

## CHAPTER IV

# DELIVERY AND RECEIPT OF COMMODITIES

### A. RECEIVING PROCEDURES

*All shipments of commodities are made either by state truck or by commercial carriers with the freight prepaid. No recipient agency should pay any freight charges requested by a carrier. Other important rules to keep in mind are that drivers are not required to haul food inside buildings, and damaged commodities can be rejected. If damaged commodities are rejected, be sure that the proper notations are made on the delivery receipt form. At the time of delivery, please report all discrepancies and damages immediately to the appropriate FDP distribution center.*

#### **Delivery by Commercial Carrier and/or State Trucks/Bill of Lading**

Commercial carriers are required to give tailgate delivery only. When foods are delivered by commercial carrier or state truck, the agency is required to sign a delivery form acknowledging receipt of all items listed. Any discrepancies must be noted on all copies of this form. It is particularly important that deliveries be checked very carefully for shortages, overages, damages, or other discrepancies.

**Any discrepancies must be noted** on the number 2 and number 4 bills of lading. The number 4 bill of lading is retained by the agency. If damaged commodities are rejected, be sure that the proper notation is made on the driver's number 2 bill of lading. Any shortages need to be noted prior to the drivers' departure.

#### **Billing/Invoice**

Prior to the shipment of food commodities, the FDP sends the original invoice and the Remittance Invoice the agency. The original invoice is retained by the agency. The Remittance Invoice must be mailed with payment to:

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California Department of Education

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Accounting Office  
1430 N Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814

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If the agency fails to inform the FDP of any shortage or damages on the number 2 bill of lading, the FDP will assume that all donated foods have been received and are in good condition.

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## **B. DIRECT SHIPMENTS**

*Agencies or Cooperatives with an average daily participation of 50,000 are eligible to receive direct shipments of commodity by truck or railcar directly from the USDA vendor to a single location.*

If an agency is eligible for direct shipping, they must confirm receipt of each direct shipment by faxing a copy of the signed bill of lading or other receipt accompanying the shipment to the FDP within 48 hours of receiving the shipment.

Direct shipment agencies should use, as a guide for receiving commodities, the USDA's FNS-709-5, Shipment and Receipt of Foods.

The FDP will prepare and update shipping schedules on a regular basis.

Direct shipment agencies should refer to the commodity shipping schedules when receiving the commodities. Any problems or discrepancy with a shipment should be immediately reported to the Direct Shipment Coordinator.

If an agency participates in the direct shipment program, the service and handling charges are reduced. Bills for service and handling charges are issued monthly, based on the schedule of direct shipments.



### **C. CHANGING AND CANCELING OFFERING ORDERS**

*The Food Distribution Program considers the returned offerings to be firm commitments by recipient agencies to accept the food and pay the shipping and handling charges associated with the shipment. Due to the short timelines in the FDP donated food offering and delivery schedule, there is very little latitude for canceling or changing orders once they have been returned by recipient agencies.*

Requests for changing an order must be made in writing and faxed to the FDP distribution center within two weeks of the return due date.

To accommodate recipient agencies as much as possible, FDP will allow cancellation of complete orders under the following conditions:

- 1. Recipient agencies will be permitted to cancel orders prior to shipment from the FDP distribution centers with no charge to the recipient agency.**

- 2. Recipient agencies may cancel orders that have been shipped by refusing to accept delivery of the total order. Agencies that refuse to accept delivery will be assessed the full service and handling charge for the shipment. This is necessary to recover shipping costs incurred by FDP.**

Recipient agencies wishing to cancel orders should contact the FDP distribution center serving their area as soon as possible. See page 1-3 for FDP distribution center telephone numbers.

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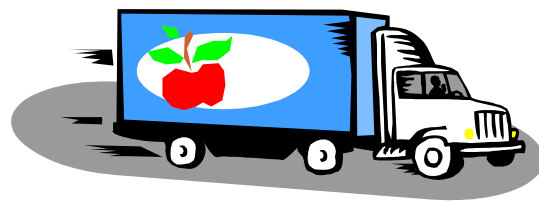
### **D. TIME AND PLACE OF DELIVERY**

*The donated food delivery period is printed on each offering form. Deliveries usually begin within three weeks of the offering return dates. When orders are batched in preparation for delivery, the agency will be sent an invoice showing the batch number.*

An agency may use the batch number in contacting the appropriate FDP distribution center to obtain more detailed information regarding the delivery date for that agency. The distribution center's number is printed on the offering, as is the center's telephone number. A prerecorded message will inform the agency of the week the delivery is scheduled. If there is no information, it means the agency's order has not been batched yet.

The agency may also call the distribution center directly any time after the return date shown on the offering.

Deliveries will be made only to the shipping address on the returned offering form.



### UNLOADING REMINDER

Drivers are required to give tailgate delivery only. Agencies should ensure that they have adequate staff on hand to carry food from the truck to their storage area. The FDP distribution center provides telephone information to help agencies plan for adequate staff. The number for this telephone messages is on the cover letter of all food offerings.

### Delivery Times

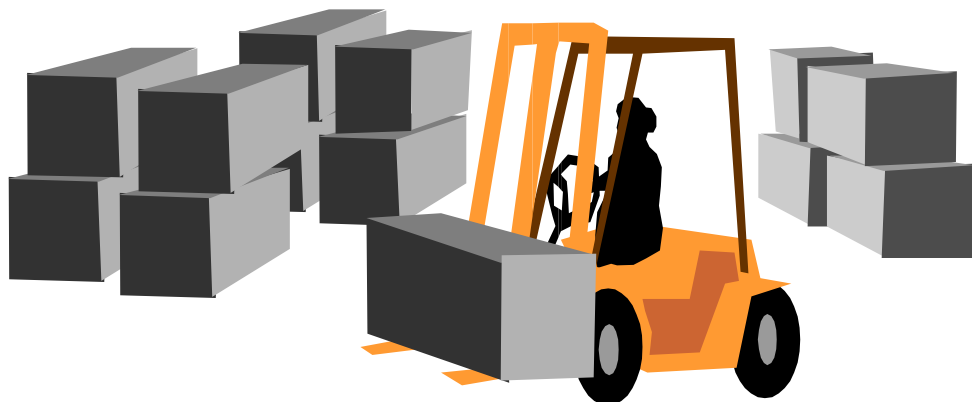
Schools and public agencies must accept USDA-donated food deliveries between the hours of 7:00 a.m. and 4:00 p.m. Residential Child Care Institutions (RCCI's) must accept deliveries between the hours of 8:00 a.m. and 5:00 p.m.

No deliveries will be made on weekends or state-observed holidays. If an agency celebrates holidays other than the state-observed holidays, it must notify the FDP if this will affect the regular established delivery schedule.

### Discrepancies

If an agency rejects a shipment, or if there is no one available to receive it, the agency will be responsible for payment of the service and handling charges associated with an undelivered load.

When an agency requests a second delivery, its invoice will include all additional service and handling charges associated with the second delivery.



## **E. SELECTING MORE FREQUENT DELIVERIES**

*Recipient agencies that ordered a minimum of 60 units of donated food per offering during the previous school year may select either monthly or bi-monthly (every other month) deliveries. Electing monthly deliveries must be made in writing and either mailed or faxed to the FDP distribution center.*

### **Changes**

Election of monthly deliveries can be made at any time during the year. Recipient agencies electing monthly deliveries may return to bi-monthly deliveries at any point during the year that coincides with the regular FDP delivery schedule.

Agencies that elect monthly deliveries but decide to cancel that option and return to bimonthly deliveries cannot return to monthly deliveries until the following school year.

### **Delivery Amounts**

To accommodate the flow of food from USDA, FDP will require agencies receiving monthly deliveries to take half orders in each monthly delivery period.

#### **EXAMPLE**

A monthly delivery agency ordering 30 cases of cheese for a two-month offering period will have its order split in half and will receive 15 cases of cheese in each monthly delivery.

It is not possible to allow agencies to deviate from this requirement.

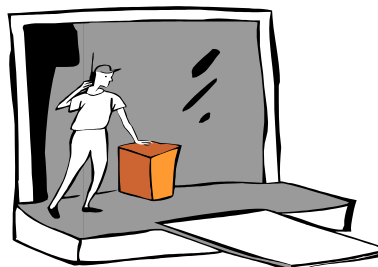
### **Offering Deadlines**

Monthly delivery agencies will continue to receive, complete, and return the traditional bi-monthly-donated food offerings within the prescribed time lines.

**Late offerings cannot be accepted. Monthly delivery agencies that do not return an offering within the prescribed time period will not receive any donated food during the period covering the offering.**

When completing the offerings, agencies will order desired quantities of each item up to their maximum units allowed. The food distribution centers' computer system will automatically split quantities of each item ordered equally between two monthly deliveries.

If an odd number of units of an item is ordered, the odd unit will be delivered in the first month of the offering period. Service and handling charge invoices will be issued for each monthly delivery.



## ***F. SUMMER FOOD SERVICE PROGRAM***

*Donated food is delivered only to the city where the administrative headquarters of the summer food service program (SFSP) is located unless it is more practical and convenient to have the delivery made to some other point.*

Prior to delivery, agencies should consider the personnel and the storage facilities necessary to receive the donated food before it is transferred to the agency's designated site.

**An agency should not order any donated food item for which it cannot provide appropriate storage. (For more information regarding summer programs, see Chapter II of this manual.)**

